

The Washington State Board of Education

Governance | Achievement | High School and College Preparation | Math & Science | Effective Workforce

Old Capitol Building, Room 223
P.O. Box 47206
600 S. E. Washington
Olympia, Washington 98504

General Information for Board Members and Staff

Travel

- All travel must be pre-approved by the Executive Director.
- Travel is reimbursed from your “home station” ONLY. This means that if you’re traveling to a Board meeting from another location other than your home station, you will not be reimbursed if the cost is more than from your home station.
- All reimbursement forms should be received in the SBE office no later than the end of the month that the travel occurred. If later than 30 days, you run the risk of not being reimbursed for your travel, as per OSPI fiscal rules.
- Travel Vouchers for reimbursement are completed each month on the 5th and the 20th. If your voucher is not received in time for the cutoff, your form will not be processed until the next submittal date. A good rule of thumb is to complete your reimbursement for at the meeting to ensure getting it in on time.
- All travel must be within the OFM approved per diem for lodging and meals (staff can provide you with this information if needed).
- Hotel arrangements are done by staff for all regular Board meetings and the SBE office will be direct billed. In the event that you travel for an individual meeting and you have been approved to stay overnight, you can reserve your own hotel; however, you must stay under the per diem for the area. If you wish to have SBE staff arrange hotel in this circumstance, you will need to provide a credit card number for the reservation.
- Meal reimbursements are also at the per diem rate. If your total meal ticket is larger than the per diem for the area you are in, you will be reimbursed only the per diem amount. We do not need receipts for meals.
- All flights and rental cars must be coordinated by staff. If you make your own flight arrangements, you will not be approved for reimbursement since we must use our state vendor and it must be billed to our travel budget code.
- If a flight, hotel, or rental car needs to be cancelled, the administrative staff should be contacted immediately to ensure that the cancellation is done properly to eliminate unnecessary charges to the Board. In the event that you are unable to reach an SBE staff member and you cancel your own arrangements, please contact the administrative staff via email telling them what was cancelled, the cancellation code and if possible, the person you spoke with.

Board Meeting Dates

The Bi-monthly meetings are established by the following criteria:

1. Meeting schedules for other organizations such as: PESB, WSSDA, NASBE, HECB, SBCTC, etc. are reviewed to ensure no overlap of meeting dates.
2. Holiday schedules are reviewed to ensure that meetings do not occur on a holiday (ex: November meeting should not occur on the 11th).

Jeff Vincent, *Chair* • Randy Dorn, *Superintendent of Public Instruction*

Dr. Bernal Baca • Amy Bragdon • Kevin Lavery • Dr. Sheila Fox • Phyllis Bunker Frank • Eli Ulmer
Bob Hughes • Dr. Kristina Mayer • Judy Jennings • Matthew Spencer • Mary Jean Ryan • Tre' Maxie • Cynthia McMullen

Ben Rarick, *Executive Director*

(360) 725-6025 • TTY (360) 664-3631 • FAX (360) 586-2357 • Email: sbe@k12.wa.us • www:sbe.wa.gov

3. Meeting locations and hotel availability are researched.
4. Meetings are scheduled in: January, March, May, July, September, and November. On the 'short session' year, the January meeting is scheduled in Olympia and on the 'long session' year, the January AND March meetings are scheduled in Olympia to allow for Board staff or members to attend hearings if necessary.
5. Once the meeting dates are determined, the Executive Committee approves dates and locations and approval by Board members occurs at a regular Board meeting.

Meeting Stipends

Board members receive a stipend of \$100.00/day for attendance at Board meetings (with the exception of those who choose not to receive the stipend and those working in state, city, or county government agencies). You will receive the stipend for only the days that you attend the Board meetings. Staff will report your attendance to the payroll office at the Office of Superintendent of Public Instruction and you will receive a check (by direct deposit) the next pay period after the Board meeting (10th or 25th). A direct deposit form will be provided by administrative staff. If direct deposit is not available for you, please contact administrative staff.

SBE Office Contact

The State Board office has a main line – 360-725-6025 – that includes menu options. To bypass the menu options press “0” to talk to the Administrative Assistant. You can also contact the Administrative Assistant at 360-725-4475 or the Executive Assistant at 360-725-6027.

Board Contact Information

Occasionally staff is contacted via email or telephone, asking for contact information for Board members. Your contact information is confidential and will not be shared without your permission. Staff will contact you with the name and contact information of the person requesting to meet or talk to you. It is important to note that if you are unsure about how to respond to the person calling, you should contact the Executive Director for guidance.

SBE Email Accounts and Personal Email Usage

Members have the option of having an email set up with the Office of Superintendent of Public Instruction technology department. Members are responsible for accessing their own accounts and responding to emails. Members are required to take the security training once a year in order to maintain their SBE email. If training isn't completed by the deadline set forth by OSPI, the email account will be deleted. Information regarding when training is needed will be communicated by the Executive Assistant. If you choose to have an email account, contact the Executive Assistant who will process your request. Access information will be sent to you from the Executive Assistant.

The SBE also has a generic SBE inbox, which is monitored by administrative staff. This inbox receives comments, requests, and feedback on a daily basis. Occasionally there is a message for a specific member, which will be sent to the member directly, with a request to respond. Oftentimes, the staff receives feedback on a specific subject, which is forwarded on to the members as well if applicable.

To access your SBE email account, use the following procedure:

- <https://mail.ospi.k12.wa.us>
- User Name: SBE.last name (ex: SBE.McColm)
- When your box is initially set up, the password is Password1
- Once you access your inbox, you must change your password by clicking the “change password” link. If you do not change your password, the temporary password you received will be deleted and you will not have access to your inbox without resetting it. To avoid this frustration for yourself and the staff, please remember to change the temporary password immediately.

If you prefer to use your personal email or personal cell phone for Board business, you may do so; however, understand that your personal email and cell phone are subject to public disclosure, in the event of a lawsuit or request for information through the Public Disclosure Act.

SCAN Cards and Employee ID Numbers

SCAN cards have been issued to members who wish to use them for State Board business only. The card can be used throughout the United State 24 hours a day. Staff receives a printout for each SCAN number on a monthly basis and reviews the calls for accuracy. They will contact you if there is any concerns regarding calls on your account. If your card is lost or stolen, please contact staff immediately to put a stop on the card.

Each Board member has an employee identification number assigned by OSPI, which is part of the system that came on line in July 2006 as a result of the move by the state to collective bargaining with state employees. The number does not give anyone access to any information about you but is used for identification on expense vouchers, etc. You do not need to supply the number when submitting reimbursement forms; however, because accounting has access to the number. If you do not have your ID number and would like it for your records, please contact the Board office to obtain your number.

Questions or Clarification Needs

If you have further questions or need more clarification about any of the above information, please contact the Executive Assistant at the Board office at 360-725-6027.